

## AMENDMENT OF SOLICITATION

## MODIFICATION OF CONTRACT

2. AMENDMENT/MODIFICATION NO. A004	3. EFFECTIVE DATE See Blk. 16 C	4. REQUISITION/PURCHASE REQ. NO. 36-00GO10429.008, .009, .010	5. PROJECT NO. (If applicable)
6. ISSUED BY CODE	7. ADMINISTERED BY (If other than Item 6) CODE		

Golden Field Office  
U.S. Department of Energy  
1617 Cole Blvd.  
Golden, CO 80401

Golden Field Office  
U.S. Department of Energy  
1617 Cole Blvd.  
Golden, CO 80401 (Jim Damm (303) 275-4744)

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)

Integrated Resource Technologies, Inc.  
6564 Loisdale Court  
Suite 800  
Springfield, VA 22150

9A. AMENDMENT OF SOLICITATION NO.

9B. DATED (SEE ITEM 11)

10A. MODIFICATION OF CONTRACT/ORDER NO.  
DE-AC36-00GO1042910B. DATED (SEE ITEM 13)  
03/01/2000

CODE

FACILITY CODE

## 11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in item 14. The hour and date specified for receipt of Offers ☐ is extended, ☐ is not extended.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:

(a) By completing items 8 and 15, and returning \_\_\_\_\_ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULTING REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)  
See Page 2 of this modification

13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS  
IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14

☐ A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.

☒ B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).

☐ C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:

☒ D. OTHER (Specify type of modification and authority)  
FAR 52.232-22 "Limitation of Funds"

E. IMPORTANT: Contractor ☐ is not, ☒ is required to sign this document and return <sup>2</sup> copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

See attached pages 2 through 9 of this modification.

Except as provided herein, all terms and conditions of the document referenced in item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)

FAYE FIELDS, PRESIDENT/CEO

16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)

Matthew A. Barron  
Contracting Officer

15B. CONTRACTOR/OFFEROR

*Faye Fields*  
(Signature of person authorized to sign)

15C. DATE SIGNED

SEP 29 2000

16B. UNITED STATES OF AMERICA

BY

*Matthew A. Barron*  
(Signature of Contracting Officer)

16C. DATE SIGNED

9/29/00

The purpose of this modification is to (1) add funds in the amount of \$ 779,929.00 and (2) add Contract Line Items for support to the Chicago Regional Office. Therefore, the contract is modified as follows:

1. Section B.2., ~~REDACTED~~  
EXEMPTION 4, is hereby modified to add:

CLIN 0001AC-Chicago Regional Office—Base Period (October 1, 2000 – March 1, 2002)

~~REDACTED~~  
EXEMPTION 4

~~REDACTED~~  
EXEMPTION 4

Total Estimated Cost Plus Fixed Fee \$ 267,572

CLIN 0002AC-Chicago Regional Office—Option Period 1 (March 2, 2002 – March 1, 2003)

~~REDACTED~~  
EXEMPTION 4

~~REDACTED~~  
EXEMPTION 4

Total Estimated Cost Plus Fixed Fee \$ 196,996

CLIN 0003AC-Chicago Regional Office—Option Period 2 (March 2, 2003 – March 1, 2004)

~~REDACTED~~  
EXEMPTION 4

~~REDACTED~~  
EXEMPTION 4

Total Estimated Cost Plus Fixed Fee \$ 202,728

CLIN 0004AC-Chicago Regional Office—~~REDACTED~~ Option Period 3 (March 2, 2004 – March 1, 2005)

~~REDACTED~~  
EXEMPTION 4

~~REDACTED~~  
EXEMPTION 4

Total Estimated Cost Plus Fixed Fee \$ 202,728

2. Section B.3., "Level of Effort/Direct Productive Labor Hours (DPLH)", Paragraph 2 is hereby deleted and replaced with the following:

	<u>Golden Field Office</u>	<u>Seattle Office</u>	<u>Chicago Office</u>
Base Period (24 months)	<u>96,300 DPLH</u>	<u>11,280 DPLH</u>	<u>8,187 DPLH</u>
Option Period 1 (12 months)	<u>48,150 DPLH</u>	<u>5,640 DPLH</u>	<u>5,778 DPLH</u>
Option Period 2 (12 months)	<u>48,150 DPLH</u>	<u>5,640 DPLH</u>	<u>5,778 DPLH</u>
Option Period 3 (12 months)	<u>48,150 DPLH</u>	<u>5,640 DPLH</u>	<u>5,778 DPLH</u>

3. Section B.4, "Limitation of Funds", is hereby modified to read as follows:

Pursuant to the clause entitled "Limitation of Funds," total funds in the amount of \$1,849,447.58 have been allotted for obligation and are available for payment of allowable costs and fixed fee to be incurred from the effective date of this contract through the period estimated to end January 31, 2001.

Total amount obligated this action: \$ 779,929.00

Total amount obligated to date: \$1,849,447.58

4. Section G.6 the Accounting and Appropriation Data for this award is as follows:  
(Obligation this Action in Bold)

<u>Approp. Symbol</u>	<u>B&amp; R No.</u>	<u>Obj Class</u>	<u>ADS/TTP</u>	<u>AFP</u>	<u>Amount</u>
89X0215.91HA	ED1906010	251	AL0591	GO	\$ 295,300.00
89X0215.91HA	ED1906020	251	AL0591	GO	\$ 77,192.00 <sup>s/B</sup> 77,191.64
8900224.91Y0	EB5102206	251	AL0491	GO	\$ 12,257.00
89X0215.91HA	EH0301206	251	AL0591	GO	\$ 200,000.00
89X0215.91HA	EH0601206	252	AL0591	CS	\$ 195,180.00
89X0215.91HA	ED1801000	251	AL0591	GO	\$ 28,411.58
89X0215.91HA	ED1906010	251	AL0591	GO	\$ 407,107.00
89X0215.91HA	ED1906020	251	AL0591	GO	\$ 106,000.00
8900224.91Y0	EB5102206	251	AL0491	GO	\$ 150,000.00
89X0215.91HA	EH0301206	251	AL0591	GO	\$ 300,000.00
89X0215.91HA	EH0901206	251	AL0591	SS	\$ 78,000.00

5. Attachment A, "Statement of Work" is modified to add the following:

**G. Chicago Regional Office**

**Required Services**

The Chicago Regional Office (CRO) will provide the Contractor with the required computer hardware, software, office supplies and workspace needed to support the task. The Contractor shall provide a personnel work schedule and adhere to the CRO core business hours of 9:00 AM through 3:00 PM. Coverage of Chicago Regional Office receptionist desk shall be required from 8:00 AM to 4:30 PM, Monday through Friday. The Contractor shall provide support services as set forth in Section J, Attachment A, Statement of Work, in the following areas:

**1.0 Computer and Information Systems Management**

The Contractor shall be responsible for the management and administration of the Chicago Regional Office Local Area Network (LAN) and Wide Area Network (WAN) operations.

**1.0.1 Computer Environment**

The current computer environment at CRO is comprised of the following:

- IBM compatible workstations running Microsoft Windows NT v4.0 (Pentium I and III);
- VGA monitors (colors-mostly 17" and some 15);
- File Server running Novell NetWare 3.12;
- Primary Domain Controller running Microsoft Windows NT Server v4.0 (Winsaga database manager);
- 8 laptops configured for remote access, operating Windows 98;
- Remote access server running PCAnywhere 32 on Microsoft Windows NT v4.0;
- Network and desktop printers - mostly Hewlett Packard;
- Communications capabilities - Shiva Dial - In/Dial - Out;
- Word Processing Software;
- Spreadsheet Software;
- Various other productivity software applications;
- Hewlett Packard ScanJet scanner and related software;
- Video conferencing hardware and bridge scheduling software;
- Travel Manager server running on Windows NT Workstation v4.0;

- and Winfax/DHCP server operating on Microsoft Windows NT server v.4.0

/./

## ~~1.1~~ 1.1 Network Management (LAN Administrator)

- ~~1.1.1~~ 1.1.1 Set up network services for users including, but not limited to: Travel Manager (a DOE - wide software application for processing travel authorizations and travel vouchers), Corporate Human Resource Information System (Human Resource Management System), and Lotus Notes (electronic mail service);
- ~~1.1.2~~ 1.1.2 Organization of CRO computer network, i.e., maintaining software application files and user files in appropriate locations;
- ~~1.1.3~~ 1.1.3 Maintain proper amount of computer security (as prescribed by CRO'S unclassified Cyber Security Protection Plan) to avoid possible security breaches, including set-up and maintenance of virus detection software, and assigning appropriate user-level access to the LAN. Additionally, assist in the development, testing, and maintenance of the Disaster Recovery Plan which identifies potential emergency situations that could adversely affect the operation of the CRO LAN, and respond to those situations by providing alternative support, resources, strategies, and procedures by which losses can be minimized, critical applications processed and recovery expedited;
- ~~1.1.4~~ 1.1.4 Evaluate and recommend hardware/software upgrades to existing hardware/software. Install, test, and document new software/hardware or software/hardware upgrades. Perform updates of software/hardware and schedule hardware maintenance to minimize adverse impacts of LAN availability;
- ~~1.1.5~~ 1.1.5 Document all applicable procedures to include: LAN shutdown and start-up, e-mail services start-up, and server contents and purposes. Troubleshooting system problems and document as necessary;
- ~~1.1.6~~ 1.1.6 Providing training as needed to an individual who can serve as on-site backup for restoration of basic CRO network services, e.g. resetting the communications server. On-site back up may be DOE or contractor support personnel.

- 1.1.7* 1.1.7 Maintain inventory and tracking procedures for all remote computing and telecommunications equipment including portable computers, cellular phones, paging equipment, LCD projector, etc.; and
- 1.1.8 Evaluate efficiency of LAN/WAN service and make recommendations/changes as necessary. Develop plans to implement appropriate steps that allow for network growth and proper capacity management.

**1.2 LAN Administration (LAN Administrator)**

- 1.2.1 Perform daily, weekly and monthly tape back-ups of the CRO LAN, as described in the Unclassified Cyber Security Protection Program, to the CRO Disaster Recovery Facility;
- 1.2.2* 1.2.2 Maintain user log-ins and coordination of access to e-mail and access to "outside" computer systems;
- 1.2.3* 1.2.3 Configure new workstations, including software installation and user set-up;
- 1.2.4* 1.2.4 Document all applicable procedures and any changes to these procedures as necessary. Troubleshooting system problems and document as necessary;
- 1.2.5* 1.2.5 Ensure LAN service set-up for new employees, i.e., workstation set-up, log-ins;
- 1.2.6* 1.2.6 Track property information of equipment that is moved to a new/different location and update the CRO hardware database. Ready equipment for excess or donation, including reformatting computer hard drives, testing equipment, and noting any deficiencies in any of the equipment;
- 1.2.7* 1.2.7 Assist in any software and/or hardware changes;
- 1.2.8* 1.2.8 Assist in updating and implementing the CRO Unclassified Cyber Security Protection Program;
- 1.2.9* 1.2.9 Provide CRO video conferencing services, including dial-up connections of possible multi-point video conferences; and
- 1.2.10 Provide assistance with CRO Internet connectivity needs.

**1.3     Software/Database (Technical Support Specialist)**

- 1.3.1*    1.3.1    Provide programming/coding support to include the following: design, documentation, maintenance and installation of in house designed and DOE-supplied computer database management systems. Ensure programs created in-house meet security requirements. Perform product evaluation on DOE-supplied or outside-supplied database management systems;
- 1.3.2*    1.3.2    Serve as the CHRIS resident expert, including interfacing with DOE technical support for installations, upgrades, and troubleshooting;
- 1.3.3*    1.3.3    Serve as resident software application expert. Organize, prepare and provide training to CRO staff, as required, on vendor supplied software. Provide individual assistance to CRO personnel on software matters and prepare applicable training material. Provide assistance on software questions from CRO staff;
- 1.3.4*    1.3.4    Create and maintain forms used by CRO and other offices, in WordPerfect, Word, or other formats as required;
- 1.3.5*    1.3.5    Assist in any software and/or hardware upgrades or changes;
- 1.3.6*    1.3.6    Maintain current inventory of all CRO software, network applications and otherwise, including version and license information and documentation; and
- 1.3.7*    1.3.7    Provide purchase/upgrade recommendations and provide installation and utilization support for all CRO network peripherals including scanners, "writable" CD-drives, etc.

**1.4     Other**

- 1.4.1*    1.4.1    Serve as key operator for various office machines, equipment, phones; making arrangements for maintenance and repairs when needed;
- 1.4.2*    1.4.2    On site team management for other IRT contractor support staff; and
- 1.4.3*    1.4.3    Provide assistance as requested to CRO web site manager.

**2.0 Data Entry and Administrative Systems Support**

- 2.1 Serve as time and attendance clerk utilizing the Energy Time and Attendance System (ETA);
- 2.2 2.2 Serve as travel coordinator, including travel reservations for the Director, Deputy Director and invitational travelers, preparation of Travel Authorizations and Travel Vouchers in the Travel Manager System, transmit travel vouchers with supporting documentation to Finance Center for payment, and maintain travel filing system;
- 2.3 Perform data entry and generate reports from the Departmental Integrated Standardized Core Accounting System (DISCAS);
- 2.4 Perform upload and download of transactions into remote Procurement and Assistance Data System (PADS) and generate reports;
- 2.5 Generate reports from Windows System Approach to Grant Administration (WINSAGA);
- 2.6 2.6 Process all outgoing mail and parcels through mail metering system, monitor postage meter funds to insure availability and maintain an organized mail room;
- 2.7 2.7 File Financial Status Reports and Program Reports as requested by the CRO Team Lead for Business and Administration;
- 2.8 2.8 Develop Lotus Spreadsheets; and
- 2.9 2.9 Serve as backup to Administrative Assistant.

**3.0 Administrative Assistance (Administrative Assistant)**

- 3.1 3.1 Receive phone calls and visitors;
- 3.2 3.2 Open and distribute mail and parcels;
- 3.3 3.3 Screen/review all incoming mail to determine requirement of entry into correspondence control log, update correspondence control log as required and generate correspondence log reports for management review;
- 3.4 3.4 Provide copying and faxing services including the monitoring and logging of incoming and outgoing faxes;

- 3.5 Type routine correspondence and provide staff support for mass mailings;
- 3.6 Consolidate input for CRO weekly activity report and distribute electronically;
- 3.7 Maintain inventory of office supplies including stocking of shelves and cabinets and providing a list to Procurement Clerk of office supplies to be ordered;
- 3.8 Provide record management services including the maintenance of the CRO centralized filing system, filing DOE Orders and Notices, Federal Travel Regulations and assisting with the archiving and disposition of records;
- 3.9 Organize and maintain the CRO Energy Resource Library. This will include but not limited to assisting with monitoring and maintaining appropriate inventories of distribution materials; maintaining inventory of CRO periodicals and publications and other aspects of resource library management as determined by the CRO Team Lead for Business and Administration.
- 3.10 Maintain and update ACT and MS Access databases;
- 3.11 Generate DISCAS and WINSAGA reports;
- 3.12 Provide logistical support and assistance with scheduling conferences, workshops, and other large meetings. Maintain database of hotels, meeting rooms, and other amenities in the area; and
- 3.13 Serve as backup to the travel coordinator and provide backup for processing outgoing mail and parcels through mail metering system.